

Annex P

**COMPUTATION OF FINAL INDIVIDUAL RATING
FOR ADMINISTRATIVE STAFF**

Rating Period: JANUARY TO JUNE 2018

Name of Administrative Staff: MERLE N. GRAVADOR

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.94	70%	3.458
2. Supervisor/Head's assessment of her contribution towards attainment of office accomplishments	5.00	30%	1.500
TOTAL NUMERICAL RATING			4.96


TOTAL NUMERICAL RATING: 4.96

Add: Additional Approved Points, if any:

TOTAL NUMERICAL RATING: 4.96

ADJECTIVAL RATING: Outstanding

Prepared by:


MERLE N. GRAVADOR
Name of Staff

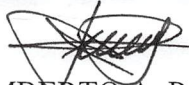
Reviewed by:


TERESITA L. QUINANOLA
Department/Office Head

Recommending Approval:



LOURDES B. CANO
Director for Admin & HRD

Approved:


REMBERTO A. PATINDOL
VP for Admin & Finance

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Merle N. Gravador, of the Personnel Records and Performance Evaluation Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January 1, 2018 to June 30, 2018.**


MERLE N. GRAVADOR
Ratee

Approved: 
TERESITA L. QUINANOLA
Head of Unit


MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
PRPEO MFO 1: Administrative and Support Services Management									
Efficient & customer friendly frontline service	Zero percent complaint from clients served	Attends to queries and consultation on personnel matters	No complaint	No complaint	5	5	5	5.00	
Personnel Records and Filing Services	No. of certifications of service credits	Releases certifications of service credits	40	49	5	5	5	5.00	
	No. of documents forwarded to Records	Forwards documents to Records Office	1,900	2,200	5	5	4	4.67	
	No. of documents	Photocopies documents	3,500	5,650	5	5	5	5.00	
		Receives/releases doc. Incoming/outgoing doc. for processing and approval for president	450	475	5	5	5	5.00	
PRPEO MFO 2: Efficient and effective talent sourcing and screening using approved criteria									
Personnel development recommendations endorsed to appropriate Personnel Board/Office of the President	No. of APB/NAPB meetings	Distributes notices, minutes and excerpts of of APB/ NAPB meetings	250	385	5	5	5	5.00	
	No. of comparative assessments	Routes comparative assesement for signature of NAPB members	8	10	5	5	5	5.00	
PRPEO MFO 3: Percentage of approved recommendations to hire/promote processed within turn around time									
	No. of appointments	Receives and records appointments	900	1,196	5	5	5	5.00	
PRPEO MFO 7: Implementation of approved personnel benefits									
Compliance to CSC/DBM/GSIS/ BOR Rules & Policies on leave administration and policies on employees' compensation and benefits complied/implemented	No. of maternity and terminal leave applications	Receives, records, facsimile and endorses maternity and terminal leave application to staff-incharge for computation of leave balances then forward to OP for approval	15	29	5	5	5	5.00	
	No. of leave applications	Receives, records, facsimile and endorses approved leave application to staff-incharge for computation of leave balances	2,000	2,586	5	5	5	5.00	
	No. of Payrolls released for processing	Records and releases Payroll for salary and other benefits of employees	496	600	5	5	5	5.00	
	No. of printouts of confirmed GSIS loan applications	Releases printout of confirmed GSIS loan applications	400	483	5	5	5	5.00	

MFO & PAPs	Success Indicator	Tasks Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
	No. of DTR/CSR received and endorsed	Receives DTRs/CSRs and endorses to staff-in-charge for recording and monitoring	3,000	4,300	5	5	5	5.00	
PRPEO MFO 8: Compliance to ISO 9001:2015 documentation requirements									
	Percentage implementation of work instructions	Implement assigned work instructions	100% implemented	100% implemented	5	5	5	5.00	
PRPEO MFO 9: Percentage compliance to 5S on office and documents management									
	Percentage implementation of 5S	Implement 5S in the office	100% 5S compliant as to Office set-up	100% 5S compliant as to Office set-up	5	5	4	4.67	
PRPEO MFO 12: Compliance to HR Accreditation									
	Number of PRIME-HRM core area evidences/documents facilitated and gathered ready for CSC accreditation	Gathers requested evidences/documents for PRIME-HRM core areas ready for submission to CSC and display at HR Accreditation Center for inspection and assessment by CSC team	2 core areas	2 core areas	5	5	5	5.00	
	Percentage compliance of requested HR evidences for updating of PRIME-HRM based on latest indicators displayed at HR Accreditation Center	Produce requested HR evidences/documents for updating of PRIME-HRM based on latest indicators at HR Accreditation Center	100% compliant of requested HR evidences in PRIME-HRM	100% compliant of requested HR evidences in PRIME-HRM	5	5	4	4.67	
Total Over-all Rating								84.00	
MERLE N. GRAVADOR		Average Rating :		4.94	Comments & Recommendations for Development Purposes: <i>To attend relevant trainings since educational deficiency can no longer be attained due to age limitation</i>				
		Additional Points:							
		Punctuality							
		Approved Additional points (with copy of approval)							
		FINAL RATING		4.94					
		ADJECTIVAL RATING		Outstanding					


Evaluated & Rated by:


TERESITA L. QUINANOLA
Head, PRPEO

Recommending Approval:


LOURDES B. CANO
Director for Admin & HRD

Approved by:


REMBERTO A. PATINDOL
Vice President for Admin & Finance

Date: _____

Date: _____

Date: _____

Legend: 1- Quality 2- Efficiency 3- Timeliness 4- Average

Instrument for Performance Effectiveness Administrative Staff

Rating Period: JANUARY TO JUNE 2018

Name of Staff: MERLE N. GRAVADOR

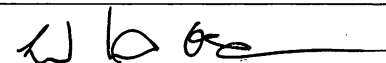
Position: Administrative Aide III

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(5)	4	3	2	1
2.	Makes self-available to clients even beyond official time	(5)	4	3	2	1
3	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	(5)	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	(5)	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	(5)	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	(5)	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	(5)	4	3	2	1
9	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	(5)	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	(5)	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	(5)	4	3	2	1
12.	Willing to be trained and developed	(5)	4	3	2	1
Total Score		60/12 = 5.0				

Overall recommendation :


 TERESITA L. QUIÑANOLA
 Head of Office

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: MERLE N. GRAVADOR

Performance Rating: Outstanding

Aim: _____

Proposed Interventions to Improve Performance: Attend relevant trainings.

Date: _____ Target Date: _____

First Step:

Result:

Date: _____ Target Date: _____

Next Step:


Outcome: _____

Final Step/Recommendation:

Prepared by:


TERESITA L. QUIÑANOLA
Unit Head

Conforme:


MERLE N. GRAVADOR
Ratee – Admin Aide III